

From: [Human Resource Management-KU](#)
To: [KU Lawrence Faculty and Staff](#); [Active Lawrence and Edwards Students @ KU](#)
Subject: Travel over winter break
Date: Thursday, October 29, 2020 5:21:36 PM

Jayhawks,

As we near the end of the fall semester, people are beginning to plan for travel over winter break. We know that many students, faculty and staff have not been able to travel within the U.S. or abroad since the pandemic began, which increases the desire or need to travel.

COVID-19 is resurging across the United States and globally. Individuals traveling out of state may face quarantine requirements, and international travel may result in significant challenges for a timely return to the United States for spring classes, as well as any commensurate employment duties at KU.

With the winter break period coming, we want to remind all employees to review KU's current travel restrictions regarding work-essential travel in the United States and abroad, initially announced [August 11, 2020](#) and further detailed at Protect KU under [Travel FAQs](#).

Employees are to work with their supervisor in advance regarding leave requests and potential travel plans. Individuals who are on contracts that terminate at the end of the fall semester (i.e., lecturers, online lecturers, graduate teaching assistants, graduate research assistants, graduate assistants, student hourly, etc.) and planning to travel abroad are to complete all assigned work activities prior to departure.

Due to lack of resources to comply with foreign labor laws and tax requirements, KU will not allow work arrangements for any employee abroad unless the temporary work/travel arrangement was approved in advance for research-related activities, sabbatical or contracted agreements. No other exceptions will be made. As a result, individuals who have traveled abroad but are unable to return to the United States will not be able to resume remote work activities outside of the United States or be hired. Please plan accordingly since this situation would impact financial compensation and related benefits.

Sincerely,

Mike Rounds
Vice Provost for Operations

Chris Brown
Vice Provost for Faculty Development

Jennifer A. Roberts
Vice Provost for Graduate Studies

Charles A.S. Bankart

Associate Vice Provost for International Affairs